



## Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

# Dimensions

VOLUME 1, ISSUE 2

JULY, 2002

## CHAIRMAN'S LETTER

By: James S. Anderson, PLS

Learning of my appointment to serve as chairman of the Board, I had feelings of anticipation, excitement, and some apprehension.



The anticipation and excitement are due to knowing the challenges that lie ahead, but the apprehension is due to the challenge of following Paul Munger as chairman of the Board. Paul's dedication to our professions and the public are consistently demonstrated by his actions and integrity. Serving with Paul has been a deeply gratifying experience. As we meet and work with people through our lives, there are some that stand out and earn our respect more than others. For me, Paul is one of those people and I wish him the best. Since he will have more time to work on golf, I will expect some strokes should we have the opportunity to play.

I would also like to thank Vicki Noteis and Don Hiatte for their service to the Board. Their dedication and commitment have served the Board well. Also, congratulations to Don Hiatte for being elected President Elect of the National

Council of Examiners for Engineers and Surveyors. Don will be the fourth Missourian to serve as President of NCEES. He will undoubtedly represent us well.

Because of the recent appointments to the Board, there were some noteworthy changes at the meeting on May 5 and 6, 2002. The architectural, engineering, and surveying divisions each had new chairpersons and the landscape architect division participated in their first Board meeting. Attending your first Board meeting can be overwhelming, but the preparation and participation of all the new Board members was impressive.

For some time the Board has been attempting to deal with the issue of electronic seals. At the August 2001 meeting, the Board decided to move in the direction of accepting electronic seals, providing the transmitter and receiver of the documents have authenticating software. At the May 2002 meeting, the Board reviewed a draft of a proposed rule which would address the use of electronic seals. Because of the potentially far reaching effect of this rule, the Board decided to provide a copy of the proposed rule to the professional associations, asking for their response. If you are interested in reviewing the Board's draft, you can contact the Board office.

*Continued on Page 2*

## INSIDE THIS ISSUE...

Chairman's Letter .....	1-2
Architectural Division Letter .....	2-3
Professional Engineering Division Letter .....	3
Land Surveying Division Letter .....	4
Landscape Architectural Division Letter .....	5
New Board Chair .....	6
New Professional Engineer Member of the Board .....	6
New Architect Member of the Board .....	7
New Landscape Architect Members of the Board .....	7-8
Outgoing Board Members .....	8
Message from Division Director .....	9
Modular Units (Portable Buildings) .....	9-10
Continuing Professional Competency for Professional Engineers .....	11-15
2001 Year End Report .....	16-18
Candidates Who Passed Land Surveying Exam .....	18
Candidates Who Passed Engineering Exam .....	19
Rule Changes .....	20-31
Disciplinary Actions .....	31-32
Elevator Safety Act .....	32-33
NCEES Will Administer Examinations .....	33
Examination Dates and Filing Deadlines .....	34
Moving? .....	35

*Continued from Page 1*

In this newsletter is the Board's year end report for 2001. The report gives statistics on current licensees, new licensees, complaints, and discipline. The breakdown of new complaints filed in 2001 shows there were 63 new complaints filed in 2001. As you can see, 26, of the new complaints alleged the unlicensed practice of architecture, engineering, or land surveying. That is slightly over 40 percent of the total complaints dealing with unlicensed practice. This is a major concern to the Board and to Missouri licensees and the Board will continue to search for a remedy to this problem.

Finally, on behalf of the Board, I would like to thank the associations that represent our professions for the cooperation that has existed between them and the Board. The attitude of working together will continue to be beneficial in resolving whatever issues might arise in the future.

## **ARCHITECTURAL DIVISION LETTER**

*By: Charles C. Hill,  
Division Chair*



As your new chair of the Architectural Division, I want to share my personal perspective on a number of issues so you will have a better

idea of how I think and what you may expect from me during my term of service.

### **IDP (INTERN DEVELOPMENT PROGRAM):**

The NCARB program for intern development has been refined over the past several years. If properly used by the intern and the employer, it is very beneficial to both. Its greatest value is achieved if started immediately upon graduation and diligently documented. The program can be completed within three years, provided that adequate experience is obtained in all categories. When the Architectural Division receives a certified NCARB IDP record, its review is quick and simple.

Beginning January first of this year, any intern starting their experience toward qualifying to take the ARE is required by law to complete the NCARB IDP program. Interns who began their internship prior to January 1, 2002 may submit their experience log directly to the State Board for review. They should, however, keep in mind the following concerns: One, applications submitted directly to the State Board require more time to process. Two, a Missouri license obtained without IDP may make it difficult to obtain a license in some other states. Three, getting NCARB certification will be more difficult. Four, when an experience log is submitted to the State Board at the end of a three year internship, certain areas of experience may be found lacking and result in additional work being required prior to qualifying for the ARE.

### **STANDARD OF CARE:**

"The ordinary and reasonable degree of care required of a prudent professional under the circumstances. Defined as what a reasonably prudent architect, in the same communi-

ty at the same time, facing the same or similar circumstances would do. It is the measure by which behavior is judged in determining legal duties and rights."

The above definition is taken from the AIA Manual of Practice. As a Missouri architect, I consider our state to be our community. As a design professional, I consider the recent editions of the three nationally recognized model codes as setting minimum standards to achieve this standard of care. This includes areas that do not have adopted codes. The citizens of our state have a right to feel secure in their personal safety as they visit any part of Missouri. As design professionals, architects and engineers have a duty to meet or exceed the requirements of the model codes.

### **UNLICENSED PRACTICE:**

Much unlicensed practice (particularly on smaller projects) takes place in our state. Recently a public school was brought to the attention of the Board. The building shell was up with the roof in place. The structure (not designed by a structural engineer) was unsound. The building layout (not designed by an architect) violated many life safety requirements. A licensed professional was aware of the project but did not report it to the board. Not only were the school board and the superintendent in violation, the professional who failed to report the project to the Board violated the Board Rules which are part of the law.

*Continued on Page 3*

*Continued from Page 2*

Report suspected violations to the Board; it's the law; it's the right thing to do. Your report may be as simple as submitting an anonymous letter to the Board office or you may fill out a complete complaint form found on the Board's web site.

In conclusion, let's raise the level of professional practice in our state. Please let me know your opinions as well as your concerns. The professionals who make up your Board are truly dedicated to protecting the health, safety, and welfare of our citizens. Please help us do that.

## **PROFESSIONAL ENGINEERING DIVISION LETTER**

*By: Josephine L. Emerick,  
Division Chair*

The Engineering Division wishes to thank Mr. Don Hiatte PE, for his past leadership and service. Don has served as a member of the Engineering Division for 3 years, and as chairman for the last 4 years. Don's commitment to the engineering profession is unsurpassed. Not only has Don served on the Missouri Board, he has also served as the Central Zone President for NCEES. We will miss Don on our Missouri Board, but look forward to working with him in his new role as President-Elect of NCEES.

As Don described in the last newsletter, the licensure process in Missouri



is similar to that in many other states. Missouri follows the "Three E" requirements. The Es are EDUCATION, EXAMINATIONS and EXPERIENCE.

One of the most significant roles of NCEES is to develop and administer both the Principles and Practice of Engineering (PE) exams and the Fundamentals of Engineering (FE) exams. The Missouri Board, along with most other state licensing boards, uses these exams as an assessment tool to license new professional engineers, which ultimately protects the health, safety, and welfare of the public.

NCEES continues to improve the format of the PE exams. The April 2002 exam administration included the all objectively scored, breadth/depth format for the Electrical and Computer PE examination. The Electrical and Computer exam was the last of three PE exams to move to the breadth/depth format. The Civil examination changed format in October 2000, and the Mechanical exam transitioned in October 2001. These three exams are the only PE exams capable of being administered in the breadth/depth format, since they have sufficient examinees to support the separate depth modules. The morning portion of these exams is the breadth section, consisting of engineering knowledge, of which all engineers should be familiar. In the afternoon portion, examinees choose a depth module corresponding to their primary experience and expertise.

The FE exam also has both a morning and afternoon portion. The morning portion measures knowledge learned in freshman and sophomore

engineering courses. The afternoon portion tests examinees' knowledge of junior and senior coursework. The April 2002 exam offered seven afternoon modules: chemical, civil, electrical, environmental, industrial, mechanical, and a general module.

Professional Engineers licensed in Missouri should be aware of some rule changes that will impact upcoming renewals. The complete text of these rule changes is included in this newsletter.

One rule change will modify the renewal period for PE's. In order to balance the renewals of the PE's in Missouri, licenses currently scheduled for renewal in December 2002, that were originally issued in a odd year, will be renewed for one year only. After this one year, they would be renewed for a two-year period every odd year. For licensees originally licensed in an even year, and scheduled for renewal in December 2002, these renewals will be for a two-year period, resulting in even year renewals. Professional development standards will go into effect for the PE's with the December 2004 renewals. All PE's should also become familiar with the modified rule for the use of the professional engineer's personal seal.

The Board is currently working on combining the statutes and rules into a single document. The current statutes and rules can be found on the Board's website or obtained from the Board office. **ALL PROFESSIONAL ENGINEERS ARE REQUIRED TO PRACTICE IN COMPLIANCE WITH THE CURRENT STATUTES AND RULES.**

## LAND SURVEYING DIVISION LETTER

By: Thomas J. Mathis,  
Division Chair



Surveying in the state of Missouri seems to have grown from a vocation to a profession in a series of jumps and starts. We

didn't become members of a profession by simply calling ourselves "professionals". It took experience, education, competency exams, a professional society and individual commitment to make it happen. In other words, we had to earn the title. We can, however, trace the general evolution of the surveying profession by reviewing our enabling legislation.

When Missouri became a state in 1821, our new laws allowed for the election of county surveyors, thus leaving it up to the voters to insure that a capable person be responsible for surveying matters. Although this was the scenario for 134 years, non-elected surveyors were prevalent in larger municipalities from the beginning. On the other hand, rising land values and an increasing reliance on metes and bounds and subdivision conveyances necessitated uniform standards and a minimum competency for all those measuring and describing real property.

The first significant milestone in our rise to professional status came in 1955 when Missouri passed SB 264, its surveyor's "registration" law. For the first time surveyors were required to obtain a seal and be registered with

the state. Individuals who were county surveyors or "practitioners" were "grand-fathered in". New registrants were required to have six years experience or be a graduate civil engineer and pass an examination. Since registered surveyors were too few to support their own board and because of their close relationship with engineers, the engineering division of the State Board of Registration for Architects and Engineers was considered the appropriate entity to administer the new requirements. A dozen years later it had become obvious that surveying matters were in the hands of three engineers who might not know anything about the practice of surveying. Therefore, in 1969, RSMo 327.031 stipulated that one of the three engineers would also be a land surveyor.

This may have worked well for a while, but eventually the board's surveying engineer was bogged down by a heavy workload. In an effort to overcome this, on August 13, 1986 a revision to the law went into effect adding THREE land surveyors to the board! This legislation insured that surveying matters were handled by practicing surveyors. However the three surveyors (combined) had only one vote on board issues, whereas each member of the architectural and engineering divisions had a vote. The three members of the surveying division could review applications for licensure and handle complaints, but general board policy was still largely in the hands of the architects and engineers.

In 1988, the profession took its next jump forward when revisions to

327.031 provided that, in the future "each member of the land surveying division shall have one vote when voting on an action pending before the board". Land Surveyors in the state of Missouri were finally on a par with engineers and architects! This was a significant accomplishment because it insured that a land surveying licensee would be treated as an equal with the other professions, and be represented accordingly. Surveyors could now affect general board policy and board-supported legislation. Unfortunately, the chairman could still only be an architect or engineer! It was not until 1997 that the law was changed to allow the board chairman to be a land surveyor.

Looking back at all these jumps and milestones, surveyors in the state of Missouri can rightly say that they've earned professional status. We've grown from stepchild of the engineers to full representation on the board. This hit home on April 2, 2002, when Missouri surveyors reached their latest landmark.

On that date Governor Holden appointed James S. Anderson, PLS, to the position of chairman of your licensing board! We can all take pride in knowing that the surveying community contributed an individual such as Mr. Anderson, whose devotion and dedication has earned the admiration and respect due a true professional. Congratulations Jim Anderson!!



## LANDSCAPE ARCHITECTURAL DIVISION LETTER

*By: Robert N. Hartnett,  
Division Chair*

One goal upon graduating from college was to pass the three-day Uniform National Exam (UNE) to demonstrate that I had achieved the 3 E's (education, experience, and exam) necessary to become a registered Landscape Architect. In 1982, I became registered in Kansas, a state that I did not live in or practice my profession. Missouri was one of the few states that did not have LA registration at that time. By chance, the gentleman that was building my first home was also a state senator. It took some time, but he was convinced to sponsor a bill that would have created a title and practice act in Missouri. Support groups were formed throughout the state, and for several years the bill never made it out of committee. I remember Senator Bob Johnson's guidance was that maybe we should crawl before we walk, and walk before we run.



After several years of trying, when it did pass, I was happy to at least have a title act in Missouri. In the mid 1990's, lobby groups were again formed to work on the passage of a title act. After years of work by the Missouri Association of Landscape Architects, on July 10, 2001, Governor Holden signed the bill providing for both a title and practice act, and folding the Landscape Architectural Council into the board (APELS) that had registration authority over architecture, engineering, and land surveying.

As you can see from the cover of this newsletter, the new board now has the name "Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects". Last summer, the former APELS board invited the Landscape Architectural Council to their August board meeting. Patti Banks and I had the opportunity to meet the APELS Board for the first time, discuss the transition, and talk about common issues. I left that first meeting with the impression that APELS was genuinely glad to have the landscape architects joining their board. The Landscape Architectural Council met for the last time in February. I would like to thank long

time chairman Bob Stubblefield, member Kathy Williams, public member Keith Clouse, and Executive Director Rodger Fitzwater for their years of service to the LA Council.

Patti and I had our senate confirmation hearing for the new board and Division of Professional Registration orientation on Wednesday May 1. Talk about a short honeymoon period, we needed to be in St. Louis on May 5th and 6th for our first full board meeting. The amount of paperwork that I was given as preparation for the meeting was staggering. At the meeting, I realized that my first impression of the board was indeed correct. This board is committed to protecting the public health, safety, and welfare of Missouri citizens by insuring that all design professionals have demonstrated their competency through the 3 E's. Each board member takes their position very seriously.

If you ever have any questions or comments, I would encourage you to feel free to either contact our new Executive Director Judy Kempker or me. I look forward to working for you.



## **JAMES S. ANDERSON**

### **New Board Chair**

James S. Anderson, President of Anderson Survey Company, Inc. of Lee's Summit, Missouri has been appointed by Governor Bob Holden to serve as Chair of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects. Mr. Anderson is the first professional land surveyor to serve as Board Chair. He was appointed on April 2, 2002 and confirmed on April 24, 2002. He replaces Dr. Paul R. Munger, Rolla, Missouri whose term expired on October 3, 2001.

Mr. Anderson has been licensed as a professional land surveyor in Missouri since February 22, 1977. He has served as a member of the Professional Land Surveying Division of the Board from April 13, 1995 to February 6, 1999. He also served as Chair of the Professional Land Surveying Division from February 6, 1999 to April 24, 2002; and, for many years, has played a very active role in the Missouri Society of Professional Surveyors.

Mr. Anderson has already proven to be a real asset to the Board. His experience, dedication, commitment, and knowledge are only a few of his many attributes that he brings to his new position of Board Chair.



## **PROMOD KUMAR**

### **New Professional Engineer Member of the Board**



P r o m o d Kumar, Vice President and Director of MEP Engineering of K e n n e d y Associates,

Inc. located in St. Louis, Missouri, has been appointed by Governor Bob Holden to serve as a member of the Professional Engineering Division of the Missouri Board for Architects,

Professional Engineers, Professional Land Surveyors and Landscape Architects. Mr. Kumar's appointment went into effect on April 3, 2002.

Mr. Kumar has been licensed as a professional engineer in Missouri since February 27, 1978. He graduated from Punjab Engineering College, Chandigarh, India with a Bachelor of Science in Mechanical Engineering. He later received his Master of Science in Mechanical Engineering from Washington University, St. Louis, Missouri. Mr. Kumar is licensed in three other states has more than 27 years experience as a Project Manager and Project Engineer. His expertise includes HVAC design for garages,

airports, offices, laboratories, medical facilities, educational, commercial and industrial projects as well as assignments involving tunnels, hazardous spills and carbon monoxide.

Missouri statute provides that Board Members shall serve a term of four years or until his/her successor is appointed by the Governor. Mr. Kumar was appointed on March 4, 2002 to replace Donald L. Hiatte, New Bloomfield, Missouri whose term expired on December 13, 2001.

## **KATHLEEN A. WARMAN** **New Architect** **Member** **of the Board**



Kathleen A. Warman, owner of Warman Design Group Architects located in Kansas City,

Missouri, has been appointed by Governor Bob Holden to serve as a member of the Architectural Division of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects. Ms. Warman's appointment went into effect on May 1, 2002.

Ms. Warman has been licensed as an architect in Missouri since October 1, 1990. She is also currently licensed in 16 other states and has more than 18 years of architectural experience. Ms. Warman attended the University of Kansas and received a Bachelor of Environmental Design in 1983 followed by a Bachelor of Architecture in 1988. She is active with the National Council of Architectural Registration Boards, American Institute of Architects, University of Kansas Alumni Association, Williams Educational Fund, Briarcliff Elementary PTA, and the Kansas City AIA Education Committee for which she Chairs. She is also a

Board Member of the Northgate PTSA.

Missouri statute provides that Board Members shall serve a term of four years or until his/her successor is appointed by the Governor. Ms. Warman was appointed on April 23, 2002 to replace Victoria L. Noteis, Kansas City, Missouri whose term expired on September 1, 2000.

## **ROBERT N. HARTNETT AND PATTI L. BANKS** **New Landscape** **Architect Members** **of the Board**

Robert N. Hartnett, Deputy Director of Public Works for the City of Lee's Summit, Missouri, and Patti L. Banks, President of Patti Banks Associates, have been appointed by Governor Bob Holden to serve as members of the Landscape Architectural Division of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects. The appointment of Mr. Hartnett and Ms. Banks went into effect on May 2, 2002.



Mr. Hartnett has been licensed as a landscape architect in Missouri since 1991. He previously served

as Vice Chairman of the Missouri Landscape Architect Council from 1997 to 2002. Mr. Hartnett received a Bachelor of Landscape Architecture from Kansas State University. Mr. Hartnett has worked for the City of Lee's Summit since 1980 and has served as the Deputy Director of Public Works since 1988. He supervises four divisions, including operations, budgeting, long-range planning, and capital improvements. He is a member of the American Society of Landscape Architects and the American Public Works Association. Mr. Hartnett is also licensed in the State of Kansas.



Ms. Banks has been licensed as a landscape architect in Missouri since July 17, 1995.

She too has previously served as a member of the Landscape Architectural Council from July 23, 1997 to April 30, 2002. She graduated with honors in Planning and Landscape Architecture from Purdue University and is a registered landscape architect in Missouri, Kansas, Ohio and Minnesota. She practiced landscape architecture and planning in the private sector for seven years before entering the public sector in 1980. She coordinated successful

*Continued on Page 8*

*Continued from Page 7*

development projects in two communities in the Kansas City Northland, responding to the desires and conflicting needs of a variety of constituents over the last fifteen years. Ms. Banks served from 1980 to 1986 as the Assistant City Manager and Community Development Director of the City of Excelsior Springs, and as Assistant

City Administrator and Community Development Director of the City of Liberty from 1986 to 1995. This public sector experience focuses largely on consensus building, planning, and innovative problem solving. Her success in the public sector led to the establishment of Patti Banks Associates in June of 1995.

Missouri statute provides that Board Members shall serve a term of four

years or until his/her successor is appointed by the Governor. Mr. Hartnett and Ms. Banks were appointed April 23, 2002. They are the very first landscape architect members to be appointed to this Board.

---

## OUTGOING BOARD MEMBERS

On behalf of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects, we would like to sincerely thank Dr. Paul R. Munger, Mr. Donald L. Hiatte and Ms. Victoria L. Noteis for their dedication to the Board and exemplary services rendered to the people of the state of Missouri while serving on the Board. Dr. Munger served as Board Chair from April 12, 1995 to April 24, 2002. Mr. Hiatte served as a member of the Professional Engineering Division from May 3, 1995 to February 8, 1998 and as Chair of the Professional Engineering Division and Vice Chair of the Board from February 8, 1998 to April 3, 2002. Ms. Noteis served as a member of the Architectural Division from December 20, 1996 to May 21, 2000 and as Chair of the Architectural Division from May 21, 2000 to May 1, 2002.

The work ethics and commitment on the part of these three exceptional individuals will certainly be missed. However, we would like to take this opportunity to wish them the very best with their future endeavors.



*Dr. Paul Munger, P.E.*



*Donald L. Hiatte, P.E.*



*Victoria L. Noteis, AIA*





## MESSAGE FROM DIVISION DIRECTOR

My office has been working diligently, through team input and much planning, to develop an optical imaging system that will meet the needs of the Division. I'm glad to report that we have begun implementing the new optical imaging system. The boards will be trained on how to use the system. Once trained, they will begin using the system and have the ability to scan daily mail received or other paper files and documents maintained in the board office. The boards will each determine what documents are to be scanned.

As of February 19, 2002, we had 14 production boards that had been trained. These boards were using the optical imaging system and were scanning their documents. At that time, there had already been 50,000 pages imaged. As of March 15, 2002, there were six (6) boards who were being trained on the system and it was anticipated in the very near future, these boards would also go to production and begin scanning their paper files. It is expected that the remaining boards will begin training on the system very soon and shortly thereafter, go into production also. It is projected that the entire Division will be trained on and using the system in the next few months.

Please stay tuned as we continue to improve the services provided by the Division.

Yours truly,

A handwritten signature in dark ink, reading "Marilyn Taylor Williams". The signature is fluid and cursive, with the first name being the most prominent.

Marilyn Taylor Williams  
Division Director

## MODULAR UNITS (Portable Buildings)

*By: Charles Hill, AIA*

Within the past year the question has been raised over who has jurisdiction when prefabricated mobile buildings are used. In reality, two different statutes and thus two different agencies of State government are involved. The Public Service Commission deals with design and fabrication; the Division of Professional Registration deals with the registration of architects and engineers who are qualified to provide appropriate design services and defines the practice of architecture and engineering.

One of their most common uses of modular units is for so called temporary classrooms. Many times they are placed into use without complete design documents being prepared; often the manufacturer's documents only address the basic construction of the unit and do not include complete interior development or site development. In this case an architect is typically required to complete the design.

**Chapter 700** of the Missouri Statute deals with the design and manufacture of modular units. This chapter

requires that units be designed and constructed using the following codes: 1987 BOCA National Building, Mechanical, and Plumbing Codes or the 1988 Uniform Building, Mechanical, and Plumbing Codes, the 1987 NFPA National Electrical Code, and the 1989 CABO Model Energy Code. The above codes require the appropriate professionals (as defined by the authority having

*Continued on Page 10*

## MODULAR UNITS (Portable Buildings) Continued

*Continued from Page 9*

jurisdiction) be used. The primary authority is the director of the Division of Manufactured Homes, Recreational Vehicles and Modular Units of the Missouri Public Service Commission. Other authorities may include local zoning and building officials provided they follow the above codes. Chapter 700 specifically exempts modular units from "other lawful requirements." In other words, a local code authority cannot require compliance with building codes other than those stated above. In effect, we have a state building code for modular units but not for other buildings built in Missouri.

**Chapter 327** establishes the Missouri Board for Architects, Engineers, Land Surveyors, and Landscape Architects. It defines and governs the professional practice of architects, engineers, surveyors, and landscape architects. It also defines what constitutes architectural work, which generally is a building with occupancy of more than nine people or contains 20,000 cubic feet or more. Therefore, an architect is required in many instances when a modular unit is used for other than residential applications.

Modular units are prefabricated structures that are transported to and placed on a project site. The manufacturer may "turn key" the project if it provides complete construction documents (including interior and site development) prepared and sealed by an architect and engineers as appro-

priate to their discipline. It is more likely, however, that the manufacturer will provide documents sealed by an engineer specifying and detailing the shell modular unit only.

If the undeveloped modular unit is provided, for what is the local architect responsible or not responsible? As in many things there are overlapping responsibilities, but in general, let me offer the following outline:

1. As a manufactured product, the architect may expect that it meets industry standards for design and construction, but as the architect you are responsible for reviewing its specifications to determine if its structure and systems meet minimum code requirements for its proposed application. Consulting engineers may be necessary to review their respective areas of discipline.

2. As the architect, the application of building on the site is your responsibility. This includes both

interior development and site development to meet various code and zoning requirements. Remember the codes listed above require the architect to provide egress from any point in the building to the public way, thus interior and site development is required. Use consulting engineers as appropriate.

3. The documents prepared by the architect should be presented to the local code official having jurisdiction. The code official may also require the submission of the manufacturer's documents (this is equivalent to providing truss or sprinkler shop drawings). The director of Manufactured Homes, mentioned above, may also require the architect's documents be submitted to the director if the manufacturer or dealer did not submit complete documents.

As professionals, we have a responsibility to the public to see that all buildings (except those excluded by Chapter 327) are designed, constructed, and/or site adapted to protect the health, safety, and welfare of the public. This includes conventional buildings as well as pre-engineered metal buildings and manufactured modular buildings.



## CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS

It's official, continuing education is now a requirement for engineering license renewal in the state of Missouri. The Order of Rulemaking for Board Rule 4 CSR 30-11.015 - Continuing Professional Competency for Professional Engineers was published in the May 1, 2002 issue of the Missouri Register. The rule becomes effective with the December 31, 2004 renewals, which means the collection period for the professional development hours starts on January 1, 2003.

Over the past several months, the Board office has received numerous inquiries regarding this new requirement; therefore, for purpose of clarification, the following information is provided in hopes that it will help answer many of the questions asked in regard to continuing professional development. The Board believes this information will help its licensees to better understand this requirement; however, should you have any questions, we ask that you please do not hesitate to contact the Board office at (573) 751-0047.

**ALL PERSONS LICENSED AS A PROFESSIONAL ENGINEER** in the state of Missouri must acquire 30 Professional Development Hours (PDHs) every two years before renewing their license. All licensed engineers will be required to maintain a list of activities they attended and sign a statement that they have met this requirement before renewing. If the licensee is audited, they will be asked to submit proof of attendance at these activities.

**PURPOSE** of this requirement is to reinforce the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools and established standards. Qualifying activities must have a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the licensee's field of practice. The licensee is given flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business) or ethical fields. Licensees are encouraged to select meaningful activities which will be of benefit in the pursuit of their chosen fields.

**PROFESSIONAL DEVELOPMENT HOUR** is defined as one contact hour of instruction or presentation. It is the common denominator for the other units of credit. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) PDHs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the PDH for which the seminar is advertised. This would result in over nine PDHs in an eight-hour period which is not permitted. PDHs cannot exceed the actual contact clock hours.

**ROUND** off PDHs to the nearest half-hour. **No activity under a half-hour will be accepted for credit.** For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 PDH and an activity of 50 to 60 minutes would be reported as 1.0 PDH.

**CARRYOVERS** of a maximum of 15 qualifying PDHs may be forwarded to the subsequent renewal period.

**CONTINUING EDUCATION UNITS (CEU)** is a nationally recognized and uniform unit of measure for continuing education and training. Since one CEU is awarded for each 10 contact hours of instruction, it logically follows that one CEU is equivalent to 10 PDHs. When a sponsor of PDH activities fully follows the requirements of the International Association for Continuing

*Continued on Page 12*

## **CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS Continued**

*Continued from Page 11*

Education and Training (IACET) in awarding CEUs, 10 PDHs will be credited for 1 CEU. However, licensees should be aware that some organizations may advertise CEU credit without having met the requirements of the IACET. In addition, some organizations report 1 CEU of credit for each contact hour of instruction. One contact hour equals one PDH.

**DUALLY LICENSED ENGINEERS & LAND SURVEYORS** must earn a total of 30 PDHs every two years for renewal of their engineering license and a total of 20 additional PDUs for renewal of their land surveying license.

**CONTINUING PROFESSIONAL DEVELOPMENT OBTAINED IN ANOTHER STATE** will be allowed for renewal of license in Missouri so long as the content meets the requirements of Board Rule 4 CSR 30-11.015.

**RECORD KEEPING** is the responsibility of the licensee. Adequate records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned. If audited, submission of specific information on each activity is required. Simply stating "attending education activities at ABC Company" is not acceptable. (See Example.)
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance. All activities should have verification and the licensee must maintain sufficient verification for each credit claimed.

**SEMESTER/QUARTER HOUR CREDIT FOR COLLEGE COURSES.** To qualify for this credit, a course must meet regularly and participants tested with a passing grade required. One semester hour is converted to 30 PDHs and one-quarter hour is converted to 20 PDHs. Monitoring courses typically does not require a test, and therefore credit is granted at 1/3 the rate specified in section (5) of Board Rule 4 CSR 30-11.015.

**INTERACTIVE ACTIVITIES** - Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house corporate sponsored educational courses are allowed one PDH credit for each contact hour. A correspondence course must require the participant to show evidence of achievement with a final graded test.

**TEACHING CREDITS** for the instructor are twice that of the participants in qualifying courses and seminars for the first time only.

**PUBLISHED PAPERS, ARTICLES OR BOOKS** which include the authoring of papers or articles that appear in nationally circulated technical journals or trade magazines do qualify for PDHs. A "news" article in a technical or professional bulletin is not considered a published paper. Although it is recognized that often many more hours are spent in being an author of a publication, only a maximum of 5 PDHs are allowed. Credit cannot be claimed until that article or paper is actually published.

*Continued on Page 13*



## **CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS Continued**

*Continued from Page 12*

**ACTIVE PARTICIPATION IN PROFESSIONAL AND TECHNICAL SOCIETIES** includes all technical and professional societies, but does not include civic or trade organizations. PDHs are awarded only for those portions of the meeting that meet the requirements of Board Rule 4 CSR 30-11.015. Licensees serving as an officer and/or actively participating in a committee of the technical professional society or organization shall earn a maximum of 2 PDHs per organization. PDH credits are not earned until the end of each year of service is completed.

**DETERMINATION OF QUALIFYING ACTIVITIES** must be made by the licensee. The Board does not pre-approve courses or activities and can only distribute information on what is and is not acceptable. With the broad range of opportunities to earn PDHs, it is up to the licensee to determine whether the activity qualifies under this Board's requirements. For example, programs presented on topics that are not relevant to your profession should not be claimed for PDH credit. The Board has final approval of PDH credit.

**AUDITS** will be randomly conducted after each two-year renewal period to insure compliance with the Board's requirements. If selected for audit, you will be contacted to provide necessary documentation. Your records must be maintained for a period of four (4) years and copies must be furnished, upon request, to the Board for audit verification purposes.

**EXEMPTIONS** are provided for those licensees serving honorably on full-time active duty in the armed forces of the United States. In this instance, the licensee may renew his/her license without completing the PDH requirement for the renewal period during which the licensee served. If you are exempt, complete the renewal form, submit the renewal fee and send supporting documentation for the exemption.

**THE NEXT RENEWAL PERIOD** for all professional engineers is December 31, 2002, at which time no PDHs are required for the renewal of a professional engineering license. However, in order to balance the renewals of the professional engineers in the state of Missouri, licenses currently scheduled for renewal in December 2002, that were originally issued in an odd year, will be renewed for one year only. After this one year, they will be renewed for a two-year period every odd year. For licensees originally licensed in an even year, and scheduled for renewal in December 2002, these renewals will be for a two-year period, resulting in even year renewals. Professional development standards will go into effect for the professional engineers with the December 2004 renewals. Thus meaning, every engineer originally licensed in an even year and scheduled to renew on or before December 31, 2004 needs to accumulate 30 PDHs between January 1, 2003 and December 31, 2004. Every engineer originally licensed in an odd year, will also need to renew on or before December 31, 2002 but will only be required to submit one half of the renewal payment since they will be renewing for a one-year period instead of a two-year period. All licensees originally licensed in an odd year will then be scheduled to renew on or before December 31, 2003 at which time no PDHs will be required. However, after the December 31, 2003 renewal cycle, these licensees will once again renew their licenses every two years. Therefore, when they next renew on or before December 31, 2005, they will be required to have accumulated 30 PDHs between January 1, 2004 and December 31, 2005.

**REINSTATEMENTS** must be made within one year of the renewal date of a license by submitting a reinstatement application, certifying completion of 30 PDHs within the preceding two years, satisfying current requirements and submission of the required fee. Failure to reinstate within one year of the renewal date, shall automatically cause the license to expire and be void. The holder of the expired license or certificate shall have no rights or privileges under such license, but may within the discretion of the Board, and upon payment of the required fee, be relicensed under the licensee's original license number.

*Continued on Page 14*

## **CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS Continued**

*Continued from Page 13*

### **TYPICAL QUALIFYING ACTIVITIES:**

- Completing or attending courses, seminars, instruction, in-house programs or training which relates to the licensee's professional practice.
- Attending technical or professional society meetings when a topic related to the licensee's professional practice is presented as a principal part of the program.
- Teaching a course for the first time.
- Attending satellite downlink video courses where attendance is verified and material meets requirements.
- Computer software instructional courses which relate to the licensee's technical profession.
- Management or ethical courses which relate to the engineering profession.
- Correspondence courses on topics related to licensee's professional practice where lessons are prepared, returned for correction and/or grading and testing at the end of the course is required.

### **TYPICAL NON-QUALIFYING ACTIVITIES:**

- Regular employment
- Real Estate licensing courses
- Personal, estate or financial planning
- Self study
- Non-technical computer software courses
- Personal self improvement
- Service club meetings or activities
- Equipment demonstrations or trade show displays
- Topics not relevant to licensee's profession
- Enrollment without attendance at courses, seminars, etc.
- Repetitive attendance or teaching of the same course
- Attending committee meetings or general business meetings of any organization
- Conversational language courses for personal use
- Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in technical field

### **CONVERSION TO PDH**

1. One semester hour of college credit..... 30 PDH
2. One-quarter hour of college credit.....20 PDH
3. One continuing education unit (CEU)..... 10 PDH
4. One nominal contact hour of acceptable professional.....1 PDH  
development education in course work, seminars or  
professional or technical presentations made at  
meetings, conventions or conferences

*Continued on Page 15*

## CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS Continued

*Continued from Page 14*

### EXAMPLE - PDH Log:

	<u>DATE(S)</u>	<u>SPONSOR NAME, LOCATION &amp; PHONE NO.</u>	<u>TITLE/DESCRIPTION</u>	<u>PDH</u>
WRONG:	March 1995 (Date must be more specific.)	Big Time Professional Co. (Location is not provided. Phone # is not provided.)	Basic Supervision (Insufficient description, too general.)	6.5
RIGHT:	3/20/95	Big Time Professional Co. Hometown, State (573) 751-0047	"Supervising Staff" In-house seminar; T. W. Jones, Ph.D.	6.5
WRONG:	2/15/95 to 6/30/95 (Date must be more specific.)	Local Professional Society Your Town, State (573) 751-0047	6 presentations at meetings (Activities grouped; not adequately described.)	4.3 (Hours not rounded)
RIGHT:	2/15/95	Local Professional Society Your Town, State (573) 751-0047	"Earthquake Proof" Dr. Ron Smith, P.E. Acme Construction Co.	0.5
RIGHT:	6/10/95	National Professional Engineering Society Big City, State (573) 751-0047	Workshop on Plumbing Codes; John Straightline, P.E., ABC Engineering Co.	2.5

## 2001 YEAR END REPORT

### **NUMBER OF ARCHITECTURAL EXAMINATIONS**

#### **ADMINISTERED:**

Architectural Registration Examination

Jan. 1, 2001 - December 31, 2001

- Pre-Design
  - 53 Candidates
  - 45 Passed
  - 8 Failed
- Site Planning
  - 50 Candidates
  - 37 Passed
  - 13 Failed
- Building Planning
  - 61 Candidates
  - 33 Passed
  - 28 Failed
- Building Technology
  - 51 Candidates
  - 30 Passed
  - 21 Failed
- General Structures
  - 53 Candidates
  - 38 Passed
  - 15 Failed
- Lateral Forces
  - 35 Candidates
  - 32 Passed
  - 3 Failed
- Mechanical & Electrical Systems
  - 42 Candidates
  - 31 Passed
  - 11 Failed

- Materials & Methods
  - 57 Candidates
  - 55 Passed
  - 2 Failed
- Construction Document Service
  - 61 Candidates
  - 55 Passed
  - 6 Failed
- Professional Engineering Examinations (April, 2001 and October, 2001)
  - 546 Candidates
  - 277 Passed
  - 269 Failed
- Engineering-In-Training Examinations (April, 2001 and October, 2001)
  - 946 Candidates
  - 676 Passed
  - 270 Failed
- Principles and Practice of Land Surveying Examinations (April, 2001 and October, 2001)
  - 34 Candidates
  - 24 Passed
  - 10 Failed
- Missouri Specific of Land Surveying (April, 2001 and October, 2001)
  - 50 Candidates
  - 30 Passed
  - 20 Failed
- Fundamentals of Land Surveying Examinations (April, 2001 and October, 2001)
  - 55 Candidates
  - 28 Passed
  - 27 Failed

### **NUMBER OF REGISTRATIONS GRANTED BY COMITY:**

Architectural	- 171
Engineering	- 445
Land Surveying	- 9

### **NUMBER OF CORPORATE CERTIFICATES OF AUTHORITY ISSUED:**

Architectural	- 36
Engineering	- 101
Land Surveying	- 21

### **TOTAL OF MISSOURI LICENSEES AS OF DECEMBER 31, 2001:**

Architects	4,067
Professional Engineers	15,426
Land Surveyors	<u>861</u>
Total Individual Licensees	20,354

Architectural Corporations	466
Engineering Corporations	903
Land Surveying Corporations	<u>200</u>
Total Corporate Licenses	1,532



**STATISTICS FOR 2001*****COMPLAINTS: (Pending at Beginning of 2001 - 89)*****Breakdown of New Complaints Filed in 2001**

Unregistered persons practicing architecture	3
Unregistered persons practicing architecture and engineering	4
Unregistered persons practicing engineering	17
Unregistered persons practicing land surveying	2
Architects practicing engineering	0
Engineers practicing architecture	0
Engineers practicing land surveying	1
Land Surveyors practicing engineering	0
Architects charged with unprofessional conduct	7
Engineers charged with unprofessional conduct	10
Land Surveyors charged with unprofessional conduct	6
Architects disciplined in another state	0
Engineers disciplined in another state	0
Land Surveyors disciplined in another state	0
Federal Exemption Clause	0
Offering architectural services without a Corporate Certificate of Authority	1
Offering engineering services without a Corporate Certificate of Authority	0
Offering land surveying services without a Corporate Certificate of Authority	1
Architects/Engineers charged with fraud, incompetency or negligence	3
Land Surveyors charged with incompetent surveys, inaccurate surveys, or surveys that do not meet Minimum Standards	4
Failure to Provide Immediate Personal Supervision	4
Other violation	<u>00</u>

***Total Number of New Complaints filed in 2001 - 63*****Breakdown of Complaint Files Closed In 2001**

Formal censure based on cause of discipline	0
Placed on probation	8
Suspensions	0
Suspension followed by probation	1
Injunction obtained	10
Insufficient evidence of violation, no action taken	4
License revoked	2
Not within the jurisdiction of the Board	7
Satisfactory completion of probation	1
Voluntary surrender of license	1
Complaint was withdrawn by complainant	0
Corporate Certificate of Authority was obtained	1
Individual agreed to NOT renew license in lieu of discipline (Inactive Status)	0
Application for reregistration was denied	0
Acceptance of settlement offer	5
Per decision of the court	0
Voluntary reporting completed	1
Written assurances to either cease and desist or to comply w/Chapter 327 Received	6
Letter from Board advising of violation but no action taken	45
Letter of Reprimand	0
Federal Exemption Clause	0
Other Action	<u>1</u>

***Total Number of Complaint Files Closed in 2001: 93***

*Continued from Page 17*

**UNLICENSED PRACTICE:**

As you can see, the Board has had 26 complaints filed in 2001 against individuals who were charged with practicing architecture, professional engineering and/or land surveying without being properly licensed. If an individual refuses to voluntarily cease and desist all illegal activities and to conduct all future activities in compliance with Chapter 327, then the Board can request the Attorney General's office to file suit in the appropri-

ate circuit court seeking an injunction to restrain that individual from practicing architecture, professional engineering and/or land surveying without a license. During 2001, the Board authorized the Office of the Attorney General to file ten (10) cases in Circuit Court to obtain an injunction to restrain illegal practice of architecture, professional engineering and/or land surveying.

**MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS  
AND PROFESSIONAL LAND SURVEYORS  
SUCCESSFUL EXAMINATION CANDIDATES  
NCEES PRINCIPLES AND PRACTICE OF LAND SURVEYING  
EXAMINATION AND/OR MISSOURI STATE SPECIFIC  
EXAMINATION  
OCTOBER 26, 2001**

Stephen B. Boergerhoff  
David W. Borden  
Keith Allen Davenport  
David Evans  
Dennis C. Frazier  
Mark A. Gabert

Reginald B. House  
Homer R. Janssens  
Rodney E. Madson  
Roger L. Maxwell  
Harlan G. Ross  
Alvin Bart White



**MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS  
AND PROFESSIONAL LAND SURVEYORS  
SUCCESSFUL EXAMINATION CANDIDATES  
NCEES PRINCIPLES AND PRACTICE OF ENGINEERING  
EXAMINATION  
OCTOBER 26, 2001**

Michael Alberswerth  
Rebecca Allmeroth  
Kurt Amuedo  
Ramin Ashrafzadeh  
Aaron Barnhart  
Robert Beason  
Patrick Bennett  
Gregory Best  
Brian Bieker  
Deborah Black-Huffman  
James Bledsoe  
Jamison Bloebaum  
John Boeckmann  
Kevin Boothe  
Michelle Borgmeyer  
Christopher Buerck  
Nelson Caparas  
Adam Chalmers  
David Cook  
Yiyun Culp  
Troy Culver  
Chad Daniel  
Teresa Davison  
James Dunajcik  
Paul Eaton  
Thomas Eberhardt  
John Ebersohl  
Sean Eickhoff  
Donald Erisman  
Keith Esarey  
Mark Ezra  
Carrie Falkenrath  
Karl Finke  
Clinton Finn  
David Flanagan  
Ryan Fleming  
Peter Fraccaroli

Brett Gerhart  
Joseph Goetz  
John Grater  
Gary Greene  
Kimberley Greene  
Alan Groll  
Aaron Grothoff  
Jonathan Hadley  
Alice Haga  
Young Ham  
David Harris  
Andrew Hascall  
Jerilyn Hassard  
Lyle Hays  
Robert Hembrock  
Jeffrey Hennigh  
Kevin Hicks  
Kenneth Hildenbrand  
David Horn  
Christopher Hotop  
Michael Hughes  
Elise Ibendahl  
Susan Ivy  
Eugene Johnson  
Ernest Kampmann  
Gary Kaplan  
Lee Ann Kell  
Jeffrey Keller  
Mohammad Khan  
John Kildea  
Michael Koslow  
Joseph Krewson  
Michael Krumpelman  
Timothy Kurgan  
Diane Law  
Timothy Lawson  
Ronald Leath

Skylar Lee  
H Long  
Allan Ludiker  
Sean McDermott  
Benjamin McKeever  
Matthew Melliore  
Daniel Menendez  
Andrew Meyer  
George Militchin  
Thomas Mitchell  
Paul Montgomery  
Eric Morff  
Clay Morgan  
Ty Morris  
William Morrow  
Allen Muehlher  
Charles Myers  
Kenneth Naumann  
Vito Nicastrì  
Michael O'Connor  
Tom O'Connor  
Matthew Oetting  
Richard Orr  
Emir Osmanagic  
Everett Pannkuk  
Harikrishnan Panthayi  
Jeffrey Paskiewicz  
Julie Pearson  
Kent Peetz  
Kevin Phillips  
Micah Polhemus  
Erik Potter  
Christopher Rahn  
Raymond Rakers  
Jeffrey Rasch  
Srinivas Ravulaparathi  
Scott Repke

Korene Robinson  
Jonathan Robison  
Mark Rogge  
Morris Ross  
Rosella Schad  
Robert Schmitt  
Mark Schober  
David Selig  
Daniel Shepard  
Matthew Sink  
Mitchell Slutter  
John Smith  
Mark Snyder  
Brandi Stratman  
Andrea Strickland  
Lance Sulzen  
K Swamy  
Scott Underwood  
Marie Vanderpool  
Susan Verseman  
Britt Wagner  
Adrian Wallace  
James Ward  
Shawn Weber  
John Weiland  
Jason Welker  
Michael Welsh  
Joseph Wokurka  
Lin Ye

## RULE CHANGES

**EFFECTIVE JANUARY 30, 2002, BOARD RULES 4 CSR 30-8.020; 4 CSR 30-11.010; AND, 4 CSR 30-11.020 WERE AMENDED AS FOLLOWS:**

### **4 CSR 30-8.020 Professional Land Surveyor-Professional Development Units**

*PURPOSE: This rule outlines the professional development standards for professional land surveyors applying for renewal of licensure under the provisions of section 327.041, RSMo.*

(1) Each licensed professional land surveyor, as a condition for renewal of his/her license, shall complete a minimum of twenty (20) professional development units (PDU) each two (2)-year period immediately preceding renewal, except as provided in section (2) of this rule.

(2) The following are exceptions to the requirement that licensees successfully complete twenty (20) PDUs prior to renewal:

(A) The licensee can show good cause why he/she was unable to complete the PDU requirements. In the event good cause is shown, the licensee will be required to make up all outstanding required PDUs within a reasonable amount of time as established by the board; or

(B) The licensee received his/her initial licensure during the preceding two (2)-year period. The licensee will be required to complete an average of one (1) PDU per month for each month of licensure; provided however that the licensee will not be required to complete more than twenty (20) PDUs; or

(C) If the licensee served honorably on full-time active duty in the military, the licensee may renew his/her license without completing the PDU requirement for the renewal period during which the licensee served.

(3) A licensee who completes more than twenty (20) PDUs during the two (2) years immediately preceding renewal may carry forward into the next two (2)-year period up to ten (10) PDUs.

(4) In evaluating PDUs for licensure renewal, the board will be guided by the following standards and guidelines:

(A) Criteria: In order to qualify as acceptable PDU credit, each activity must:

1. Have a clear purpose and objective to maintain, improve and/or expand skills and knowledge obtained prior to licensure or to develop new and relevant skills and knowledge;

2. Have a well organized content presented in a sequential manner;

3. Show evidence of pre-planning, including an oppor-

tunity for input by the target group to be served;

4. Be presented by persons qualified by education and experience; and

5. Provide information to the licensee necessary for PDU record keeping and reporting purposes.

(B) Except as otherwise stated in this rule, licensees shall earn one (1) PDU for every fifty (50) to sixty (60) minutes of activity that qualifies as acceptable PDU credit pursuant to this rule.

(C) Activities.

1. PDU activities must be relevant to the practice of land surveying and may include technical, ethical or business related content.

2. PDUs may be earned at locations outside Missouri, so long as the activity qualifies as acceptable PDU credit pursuant to this rule.

3. Assuming they otherwise qualify as acceptable PDU credit pursuant to this rule, the following activities are acceptable sources of PDU credits:

A. Successful completion of college or university course earns thirty (30) PDUs per semester hour and twenty (20) PDUs per quarter hour. Auditing or "hearing" a course qualifies for one-third (1/3) PDU credit of that stated herein.

B. Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, or televised or videotaped courses.

C. Attending program presentations at related technical or professional meetings.

D. Authoring a paper or article earns five (5) PDUs upon actual publication in a regionally or nationally circulated technical journal or trade magazine.

E. Teaching or instructing a course or seminar that satisfies the PDU criteria described in this rule, or making a presentation at a technical meeting or convention. For the original instruction or presentation, a licensee shall earn two (2) PDUs for each PDU a participant could earn pursuant to this rule. For subsequent instructions or presentations, a licensee shall earn only one (1) PDU for each PDU a participant could earn pursuant to this rule. Licensees shall not earn more than ten (10) PDUs per two (2)-year renewal period for teaching, instruction, or making presentations.

(5) All licensees shall maintain and retain records of PDU activities completed for a period of four (4) years after the reporting period in which the PDU was completed. The board may conduct an audit of licensees to verify compliance with the PDU requirements. Licensees shall assist the board in any audit by

*Continued on Page 21*



## RULE CHANGES Continued

*Continued from Page 20*

providing timely and complete responses to the board's inquiries. At a minimum, licensees must keep the following records:

(A) A log identifying the type of activity claimed, the sponsoring organization, location of the program, duration of the program, the name of the instructor(s) or speaker(s), and the PDU credits earned; and

(B) Attendance verification records such as certificates of attendance, signed attendance receipts, paid receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity, or other documentation verifying attendance.

(6) Any person or entity may seek pre-approval of a PDU activity by providing the board the following information. The professional land surveying division will approve or deny credit for the activity within forty-five (45) calendar days of receipt of the information.

(A) Date(s) of the program or activity;

(B) An outline or syllabus of the program;

(C) Presentation abstract(s);

(D) Preliminary program with time frames;

(E) Course or program description; and

(F) Names of the instructor(s) or speaker(s) with biographical information showing their education and professional experience.

(7) The board will review all PDUs claimed in support of a renewal application. If it is determined that a portion of the claimed PDUs fail to meet PDU requirements, the licensee will be notified in writing of the denied PDUs. If PDUs are denied to the extent that the licensee has failed to obtain the required number of PDUs for renewal, then the board will deny issuance of the renewal and will notify the licensee in writing of their right to appeal the board's decision to the Administrative Hearing Commission.

*AUTHORITY: section 327.041, RSMo 2000.\* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Nov. 8, 1984, effective Feb. 11, 1985. Amended: Filed July 6, 1992, effective April 8, 1993. Rescinded: Filed May 3, 1994, effective Dec. 30, 1994. Readopted: Filed July 11, 1994, effective Dec. 30, 1994. Rescinded and read-opted: Filed June 15, 2001, effective Jan. 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*

### 4 CSR 30-11.010 Renewal Period

*PURPOSE: This rule establishes the licensing period for the Missouri Board for Architects, Professional Engineers and Professional Land Surveyors and establishes the information required to keep the records of the board current.*

(1) Effective January 1, 2002 the license issued to every registered architect, professional engineer and professional land surveyor in Missouri shall, except as set forth in subsections (1)(A) and (1)(B) of this rule, be renewed biennially. Licenses originally issued in an odd numbered year shall be renewed by December 31 of each odd numbered year. Licenses originally issued in an even numbered year shall be renewed by December 31 of each even numbered year.

(A) Licenses originally issued in an odd numbered year and currently scheduled for renewal in December 2002 shall be renewed for one (1) year only, whereafter they shall be renewed biennially as set forth in section (1) of this rule.

(B) Licenses originally issued in an even numbered year and currently scheduled for renewal in December 2003 shall be renewed for one (1) year only, whereafter they shall be renewed biennially as set forth in section (1) of this rule.

(C) The fee for renewal of a license under subsections (1)(A) and (1)(B) of this rule shall be prorated based on the renewal fee set forth in 4 CSR 30-6.015.

(2) Effective January 1, 2002 the certificates of authority issued to corporations authorized to offer architectural, engineering and land surveying services in Missouri shall, except as set forth in subsections (2)(A), (2)(B), (2)(C), and (2)(D) of this rule, be renewed biennially. Certificates of authority originally issued in an odd numbered year shall be renewed by December 31 of each odd numbered year. Certificates of authority originally issued in an even numbered year shall be renewed by December 31 of each even numbered year.

(A) Certificates of authority originally issued in an odd numbered year and currently scheduled for renewal in February 2002 shall be renewed through December 31, 2003, whereafter they shall be renewed biennially as set forth in section (2) of this rule.

*Continued on Page 22*

## RULE CHANGES Continued

*Continued from Page 21*

(B) Certificates of authority originally issued in an even numbered year and currently scheduled for renewal in February 2002 shall be renewed through December 31, 2002, whereafter they shall be renewed biennially as set forth in section (2) of this rule.

(C) Certificates of authority originally issued in an odd numbered year and currently scheduled for renewal in February 2003 shall be renewed through December 31, 2003, whereafter they shall be renewed biennially as set forth in section (2) of this rule.

(D) Certificates of authority originally issued in an even numbered year and currently scheduled for renewal in February 2003 shall be renewed through December 31, 2004, whereafter they shall be renewed biennially as set forth in section (2) of this rule.

(E) The fee for renewal of a certificate of authority under subsections (2)(A) through (2)(D) of this rule shall be prorated based on the renewal fee set forth in 4 CSR 30-6.015.

(3) Each renewal application from every registered architect, professional engineer and professional land surveyor in Missouri shall be accompanied by the following information, in addition to any other information the board may require:

- (A) Name;
- (B) Address; and
- (C) Place of employment.

(4) Each person holding a license and corporation holding a certificate of authority to practice architecture, professional engineering and professional land surveying in Missouri shall file, in writing, their proper and current mailing address of record with the board at its office in Jefferson City and immediately notify the board, in writing, at its office of any changes of mailing address, giving both the old and the new addresses.

(5) Failure to receive an application for renewal of a license or certificate of authority shall not relieve the licensee or certificate holder from their duty to timely renew, nor shall it relieve them from the obligation to pay any additional fee(s) necessitated by any late renewal.

*AUTHORITY: section 327.041, RSMo 2000.\* Emergency rule filed Sept. 14, 1981, effective Sept. 24, 1981, expired Jan. 22, 1982. Original rule filed Sept. 14, 1981, effective Dec. 11, 1981.*

*Amended: Filed Feb. 4, 1992, effective June 25, 1992.  
Amended: Filed Oct. 3, 1995, effective April 30, 1996.  
Rescinded and readopted: Filed June 15, 2001, effective Jan. 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*

### 4 CSR 30-11.020 Professional Land Surveyor-Renewal and Reactivation of Licensure

*PURPOSE: This rule clarifies the requirements and conditions for renewing and reactivating a professional land surveyor's certificate of licensure.*

(1) Licenses not renewed on or before the renewal date become non-current and subject to the provisions of section 327.351, RSMo. No person is entitled to practice as a professional land surveyor unless he/she holds a current and active license.

(2) In order to renew a license, the licensee must:

- (A) Submit a completed renewal application form furnished by the board; and
- (B) Pay the required fee; provided however, no fee shall be paid by a licensee who is at least seventy-five (75) years of age at the time the renewal is due; and
- (C) Submit a completed Professional Development Unit ("PDU") form furnished by the board verifying that the licensee has completed at least twenty (20) PDUs during the preceding two (2) calendar years unless otherwise exempted.

(3) Licensees who request to be classified as inactive pursuant to section 327.351.5, RSMo, may maintain their inactive status by paying the renewal fee as provided in 4 CSR 30-6.015. Inactive licensees need not complete the PDU requirement. However, an inactive licensee shall not have his/her license reactivated until he/she pays the required reactivation fee, and in addition, either:

- (A) Completes the PDU requirements as described in section 327.351.6(1), RSMo; or
- (B) Successfully completes the Missouri Specific Examination for professional land surveyors pursuant to section 327.351.6(2), RSMo.

*Continued on Page 23*

## RULE CHANGES Continued

*Continued from Page 22*

AUTHORITY: section 327.041, RSMo 2000.\* Original rule filed June 15, 2001, effective Jan. 30, 2002.

\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.

**EFFECTIVE APRIL 30, 2002, BOARD RULES 4 CSR 30-3.020; 4 CSR 30-3.030; 4 CSR 30-3.040; 4 CSR 30-4.080; 4 CSR 30-5.120; AND, 4 CSR 30-5.130 WERE AMENDED AS FOLLOWS:**

### **4 CSR 30-3.020 Seal-Architect**

*PURPOSE: This rule describes the format for personal seal of an architect.*

(1) Each architect licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and either Registered Architect or Architect on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter A.

(2) Each architect licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarter inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and Architect on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter A.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(4) In addition to the personal seal or rubber stamp, the architect shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications,

estimates, reports and other documents which were prepared by the architect or under the architect's immediate personal supervision.

(A) When revisions are made, the architect who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the architect, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another architect be signed, sealed and dated as provided for, by the other architect and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the architect who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase "Preliminary-not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary-not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(7) The signing and sealing of plans, specifications, reports and other documents or instruments not prepared by the architect or under his/her immediate personal supervision is prohibited.

*Continued on Page 24*

## RULES CHANGES Continued

*Continued from Page 23*

**AUTHORITY:** sections 327.041 RSMo Supp. 2001 and 327.411, RSMo 2000.\* Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.

\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.

### 4 CSR 30-3.030 Seal-Professional Engineer

**PURPOSE:** This rule describes the format for personal seal of a professional engineer.

(1) Each professional engineer licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and either Registered Professional Engineer or Professional Engineer on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter E or letters PE.

(2) Each professional engineer licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and Professional Engineer on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters PE.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(4) In addition to the personal seal or rubber stamp, the professional engineer shall also affix his/her signature on or through his/her seal and place the original date under the seal, at the

minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the professional engineer or under the professional engineer's immediate personal supervision.

(A) When revisions are made, the professional engineer who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports, and other documents or instruments not considered to be plans, the professional engineer, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another professional engineer be signed, sealed and dated as provided for, by the other professional engineer and any additions, deletions or other revision shall not be made unless signed, sealed and dated by the professional engineer who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, "Preliminary-not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary-not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(7) The signing and sealing of plans, specifications, estimates, reports and other documents or instruments not prepared by the

*Continued on Page 25*



## RULE CHANGES Continued

*Continued from Page 24*

professional engineer or under his/her immediate personal supervision is prohibited.

*AUTHORITY: sections 327.041, RSMo Supp. 2001 and 327.411, RSMo 2000.\* Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.*

### 4 CSR 30-3.040 Seal-Professional Land Surveyor

*PURPOSE: This rule describes the format for personal seal of a licensed professional land surveyor.*

(1) Each professional land surveyor licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and either Registered Land Surveyor or Professional Land Surveyor on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters LS or PLS.

(2) Each professional land surveyor licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and Professional Land Surveyor on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters PLS.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(4) In addition to the personal seal or rubber stamp, the professional land surveyor shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at a minimum, to the original of each sheet in a set of plats, surveys, drawings, specifications, estimates, reports and other documents or instruments which were prepared by the professional land surveyor or under the professional land surveyor's immediate personal supervision.

(A) When revisions are made, the professional land surveyor, who made the revisions or under whose immediate personal supervision the revisions were made, shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the professional land surveyor, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another professional land surveyor be signed, sealed and dated as provided for, by the other professional land surveyor and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the professional land surveyor who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, "Preliminary-not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary-not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) The signing and sealing of plats, surveys, drawings, documents, specifications, estimates, reports and other documents or instruments not prepared by the professional land surveyor or under his/her immediate personal supervision is prohibited.

*Continued on Page 26*

## RULE CHANGES Continued

*Continued from Page 25*

**AUTHORITY:** sections 327.041 RSMo Supp. 2001 and 327.411, RSMo 2000.\* Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.*

### 4 CSR 30-4.080 Evaluation-Comity Applications-Land Surveyors

**PURPOSE:** This rule outlines conditions under which the board will require a professional land surveying applicant under section 327.381, RSMo to take and pass an examination(s) as a prerequisite to licensure.

(1) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed on or after October 1992 in another state, territory or possession of the United States or in another country without being required to pass the National Council of Examiners in Engineering and Surveying (NCEES) examinations, that is, the Fundamentals of Land Surveying Examination and the Principles and Practice of Land Surveying Examination; will be required to pass the NCEES Fundamentals of Land Surveying Examination, except that if such person has been actively engaged in the practice of land surveying for a period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken at least an eight (8) hour examination in the Fundamentals of Land Surveying, the requirement for taking the NCEES Fundamentals of Land Surveying Examination will be waived.

(2) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed prior to October 1992 in another state, territory or possession of the United States or in another country without being required to pass the NCEES Fundamentals of Land Surveying Examination, will be required to pass the NCEES Fundamentals of Land Surveying Examination; except that if such person has been actively engaged in the practice of land surveying for a

period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken at least an eight (8) hour examination in the Fundamentals of Land Surveying, which is equivalent to that of the NCEES, the requirement for taking the NCEES Fundamentals of Land Surveying Examination will be waived.

(3) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed prior to October 1992 in another state, territory or possession of the United States or in another country without being required to pass the NCEES Principles and Practice of Land Surveying Examination, will be required to pass the NCEES Principles and Practice of Land Surveying Examination; except that if such person has been actively engaged in the practice of land surveying for a period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken an examination in the Principles and Practice of Land Surveying, which is equivalent to that of the NCEES, the requirement for taking the NCEES Principles and Practice of Land Surveying Examination will be waived.

(4) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, shall be required to take and pass the written Missouri Specific Examination covering Missouri surveying practice and Missouri statutes and rules relating to the practice of land surveying.

(5) When a comity applicant is required to take one or both of the NCEES examinations as well as the written Missouri Specific Examination, the applicant may take the examinations on consecutive testing dates, provided however, the applicant will not be licensed by comity until he or she passes all of the examinations required of the applicant.

**AUTHORITY:** sections 327.041 and 327.381, RSMo Supp. 2001.\* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 27, 1987, effective April 26, 1987. Rescinded and readopted: Filed Oct. 1, 2001, effective April 30, 2002.

*\*Original authority: 327.041, RSMo, amended 1969, 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.381, RSMo 1969, amended 1981, 1999, 2001.*

*Continued on Page 27*

## RULE CHANGES Continued

*Continued from Page 26*

### 4 CSR 30-5.120 Scope of Examination-Land Surveyor-in-Training and Professional Land Surveyors

*PURPOSE:* This rule establishes the examinations that are required of a person applying for enrollment as a land surveyor-in-training under section 327.312, RSMo, and for a person applying for licensure as a professional land surveyor.

(1) The examination for enrollment as a land surveyor-in-training shall be the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Land Surveying Examination.

(2) The examinations for licensure as a professional land surveyor shall be the NCEES Principles and Practice of Land Surveying and the Missouri Specific Examination covering Missouri surveying practice and Missouri statutes and rules relating to the practice of land surveying. These two (2) examinations are independent of each other and shall be graded separately. A passing score must be obtained on each examination before licensure will be granted.

*AUTHORITY:* sections 327.041 and 327.314, RSMo Supp. 2001 and 327.312, RSMo 2000. \* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 12, 1984, effective April 12, 1984. Amended: Filed Jan. 27, 1987, effective April 26, 1987. Amended: Filed July 20, 1987, effective Oct. 25, 1987. Rescinded and read-opted: Filed Oct. 1, 2001, effective April 30, 2002.

*\*Original authority:* 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.312, RSMo 1983, amended 1999.

### 4 CSR 30-5.130 Reexamination-Land Surveyor-in-Training and Professional Land Surveyor

*PURPOSE:* This rule outlines the policy for reexamination of land surveyor-in-training and professional land surveyor applicants who fail the examination(s).

(1) An applicant for enrollment as a land surveyor-in-training failing to make a passing grade on the National Council of

Examiners for Engineering and Surveying (NCEES) Fundamentals of Land Surveying Examination shall have unlimited opportunities to retake the examination so long as the applicant remains qualified to be examined on the date of the reexamination and providing the following criteria are met:

(A) The applicant applies for reexamination on forms furnished by the board;

(B) The applicant pays the required reexamination fee;

(C) The applicant files his or her application for reexamination on or before the filing deadline established by the board; and

(D) The applicant provides any additional information deemed pertinent by the board.

(2) An applicant for examination and licensure as a professional land surveyor failing to make a passing grade on the NCEES Principles and Practice of Land Surveying Examination shall have unlimited opportunities to retake the examination so long as the applicant remains qualified to be examined on the date of the reexamination and providing the following criteria are met:

(A) The applicant applies for reexamination on forms furnished by the board;

(B) The applicant pays the required reexamination fee;

(C) The applicant files his or her application for reexamination on or before the filing deadline established by the board; and

(D) The applicant provides any additional information deemed pertinent by the board.

(3) An applicant for examination and licensure as a professional land surveyor failing to make a passing grade on the Missouri Specific Examination shall have unlimited opportunities to retake the examination so long as the applicant remains qualified to be examined on the date of the reexamination and providing the following criteria are met:

(A) The applicant applies for reexamination on forms furnished by the board;

(B) The applicant pays the required reexamination fee;

(C) The applicant files his/her application for reexamination on or before the filing deadline established by the board; and

(D) The applicant provides any additional information deemed pertinent to the board.

*AUTHORITY:* sections 327.041 and 327.314, RSMo Supp. 2001 and 327.312, 327.313, 327.321, 327.331, and 327.341,

*Continued on Page 28*

## RULE CHANGES Continued

*Continued from Page 27*

*RSMo 2000. \* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 12, 1984, effective April 12, 1984. Rescinded and readopted: Filed Oct. 1, 2001, effective April 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001; 327.312, RSMo 1983, amended 1999; 327.313, RSMo 1983, amended 1999; 327.314, RSMo 1983, amended 1999, 2001; 327.321, RSMo 1969, amended 1981, 1983, 1999; 327.331, RSMo 1969, amended 1981, 1983, 1999; and 327.341, RSMo 1969, amended 1999.*

**EFFECTIVE JUNE 30, 2002, BOARD RULES CSR 30-5.105; 4 CSR 30-5.110; AND, 4 CSR 30-11.015 WERE AMENDED AS FOLLOWS:**

### **4 CSR 30-5.105 Reexaminations-Engineers**

*PURPOSE: This rule outlines the policy for reexamination of engineer-intern and professional engineering applicants who fail the examination(s).*

(1) An applicant for enrollment as an engineer-intern failing to make a passing grade on the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering Examination shall have unlimited opportunities to retake the examination so long as the applicant remains qualified to be examined on the date of the reexamination and providing the following criteria are met:

(A) The applicant applies for reexamination on forms furnished by the board; and

(B) The applicant pays the required reexamination fee; and

(C) The applicant files his/her application for reexamination on or before the filing deadline established by the board; and

(D) The applicant provides any additional information deemed pertinent by the board.

(2) An applicant for examination and licensure as a professional engineer failing to make a passing grade on the NCEES Principles and Practice of Engineering Examination shall have unlimited opportunities to retake the examination so long as the applicant remains qualified to be examined on the date of the

reexamination and providing the following criteria are met:

(A) The applicant applies for reexamination on forms furnished by the board; and

(B) The applicant pays the required reexamination fee; and

(C) The applicant files his/her application for reexamination on or before the filing deadline established by the board; and

(D) The applicant provides any additional information deemed pertinent to the board.

*AUTHORITY: sections 327.041, RSMo Supp. 2001, 327.241 and 327.251, RSMo 2000. \* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Nov. 1, 2001, effective June 30, 2002.*

*\*Original authority: 372.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001; 327.241, RSMo 1969, amended 1977, 1981, 1983, 1995; and 327.251, RSMo 1969, amended 1981, 1999.*

### **4 CSR 30-5.110 Standards for Admission to Examination-Professional Land Surveyors**

*PURPOSE: This rule outlines the experience required of those persons applying for the land surveying examination under section 327.314, RSMo.*

(1) No person shall apply for examination and licensure as a professional land surveyor in the state of Missouri unless said person is currently enrolled as a land surveyor-in-training and unless said person shall have acquired at least the following satisfactory professional field and office experience while enrolled as a land surveyor-in-training:

(A) If enrolled as a land surveyor-in-training prior to January 1, 2006 pursuant to the provisions of subsection (1) or (2) of section 327.312, RSMo, said person shall have acquired at least two (2) years of satisfactory professional field and office experience in land surveying under the immediate personal supervision of a licensed professional land surveyor;

(B) If enrolled as a land surveyor-in-training prior to January 1, 2006 pursuant to the provisions of subsection (3) of section 327.312, RSMo, said person shall have acquired at least one (1)

*Continued on Page 29*



## RULE CHANGES Continued

*Continued from Page 28*

year of satisfactory professional field and office experience in land surveying under the immediate personal supervision of a licensed professional land surveyor; and

(C) If enrolled as a land surveyor-in-training on or after January 1, 2006 pursuant to the provisions of subsection (1), (2) or (3) of section 327.312, RSMo, said person shall have acquired at least four (4) years of satisfactory professional field and office experience in land surveying under the immediate personal supervision of a professional land surveyor.

(2) For professional field and office experience in land surveying to be deemed satisfactory, the applicant shall have obtained at least one-third (1/3) of the required experience as field experience and at least one-third (1/3) of the required experience as office experience. Furthermore, all professional field and office experience in land surveying shall be completed under the immediate personal supervision of a licensed professional land surveyor as defined in 4 CSR 30-13.020. In evaluating satisfactory professional field and office experience in land surveying, credit shall be given as follows:

(A) Party chief-year for year;

(B) Office work (combination of record research, survey calculations and preparation of property descriptions as relating to property boundary surveys and/or the reestablishment of the U.S. public land survey corners) (year-for-year credit);

(C) Individual evaluation may result in less than full credit; and

(D) Engineering or construction surveying work experience will receive no more than twenty-five percent (25%) credit (the maximum credit given shall be no more than twenty-five percent (25%) of the total experience required).

*AUTHORITY: sections 327.041 and 327.314, RSMo Supp. 2001, and 327.312, RSMo 2000.\* Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 12, 1984, effective April 12, 1984. Amended: Filed July 20, 1987, effective Oct. 25, 1987. Rescinded and readopted: Filed Nov. 1, 2001, effective June 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001; 327.312, RSMo 1983, amended 1999; and 327.314, RSMo 1983, amended 1999, 2001.*

### 4 CSR 30-11.015 Continuing Professional Competency for Professional Engineers

*PURPOSE: The continuing professional competency (continuing education) requirement is to demonstrate a continuing level of competency for professional engineers.*

#### (1) Purpose.

(A) Effective December 31, 2004, as a condition for renewal of an engineering license issued pursuant to section 327.261, RSMo a licensee shall have successfully completed thirty (30) professional development hours, as defined by this regulation, within the two (2) immediately-preceding years (renewal period). Any licensee who completes more than thirty (30) professional development hours within the preceding two (2) calendar years may apply the excess, not to exceed fifteen (15) hours, to the requirement for the next two (2)-year period.

(B) Continuing professional competency (continuing education) is a requirement for every professional engineer licensed by the board, regardless of age, area of practice, or whether the licensee lives in-state or out-of-state pursuant to section 327.271, RSMo.

(C) Continuing professional competency obtained by a licensee should maintain, improve or expand skills and knowledge obtained for initial licensure, or to develop skills and knowledge relevant to the practice of professional engineering.

(D) If the licensee served honorably on full-time active duty in the military, the licensee may renew his/her license without completing the PDH requirement for the renewal period during which the licensee served.

#### (2) Definitions.

(A) Board. The Missouri Board for Architects, Professional Engineers and Professional Land Surveyors.

(B) Continuing education unit (CEU). Unit customarily used for continuing education courses. One (1) CEU equals ten (10) nominal contact hours of class in an approved continuing education course.

(C) Professional development hour (PDH). One (1) nominal contact hour of instruction or presentation. The common denominator for other units of credit.

(D) Professional engineering division. The three (3)-member

*Continued on Page 30*



## RULE CHANGES Continued

*Continued from Page 29*

division of the board that concerns itself with the profession of engineering.

(E) Sponsor. An individual, organization, association, institution or other entity that provides an educational activity for the purpose of fulfilling the professional development requirements of the board.

(3) Activities. All such activities must be relevant to the practice of engineering and may include technical, ethical, or managerial content. Professional development activities that satisfy these requirements shall include, but shall not be limited to:

(A) Successfully completing college or university courses;

(B) Successfully completing courses that are awarded CEU(s);

(C) Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house courses;

(D) Attending program presentations at related technical or professional meetings;

(E) Teaching or instructing (see (3)(A)-(D)); and

(F) Authoring papers or articles that appear in nationally circulated technical journals or trade magazines.

(4) Criteria. Professional development activities must meet the following criteria:

(A) There is a clear purpose and objective for each activity that will maintain, improve or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge;

(B) The content of each presentation is well organized and presented in a sequential manner;

(C) There is evidence of preplanning that should include the opportunity for input by the target group to be served;

(D) The presentation will be made by persons who are well qualified by education and experience; and

(E) There is a provision for individual participant registration that will include information required for record keeping and reporting.

(5) Units. The conversion to PDHs from other units is as follows:

(A) One (1) semester hour

of college credit 30 PDH;

(B) One-quarter (1/4) hour of college credit 20 PDH;

(C) One (1) CEU and 10 PDH;

(D) One (1) nominal contact hour of acceptable professional development education 1 PDH

(6) Credits. PDHs of credit for qualifying courses successfully completed that offer semester hour, quarter hour, or CEU credit is as specified in this rule. All other activities permit the earning of one (1) PDH of credit for each contact hour with the following exceptions:

(A) Auditing or "hearing" of university or college courses permit PDH credit of one-third (1/3) as shown in section (5);

(B) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings or conventions earn PDH credit at twice that of participants; and

(C) Five (5) PDHs are earned for a paper or article that is published in a nationally circulated technical journal or article. Credit cannot be claimed until that article or paper is actually published.

(7) Reciprocity. PDHs may be acquired at locations other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms. All renewal applications will require the completion of a continuing education form specified and supplied by the board. The licensee must certify and sign the form, and submit it with the renewal application and fee.

(9) Records. The responsibility of maintaining records that can be used to support credits claimed is the responsibility of the licensee. Records required include but are not limited to: 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and 2) attendance verification records in the form of completion certificates, signed attendance receipts, paid receipts, a copy of a listing of attendees signed by a person in responsible charge, or other documents supporting evidence of attendance. These records must be maintained for a period of four (4) years and copies must

*Continued on Page 31*

## RULE CHANGES Continued

*Continued from Page 30*

be furnished to the board for audit verification purposes if requested. At its discretion, the board may randomly audit a portion of licensees each renewal period.

(10) Disallowance. The board will review all claimed PDH credits for compliance with the regulation. If in the review the board finds that the PDH credit is not acceptable, the board shall inform the registrant of the criteria that has not been adhered to. The regis-

trant shall have one hundred eighty (180) days after notification to substantiate the original claim or to earn other credits to meet the minimum requirements.

*AUTHORITY: sections 327.041, RSMo Supp. 2001 and 327.261, RSMo 2000. \* Original rule filed Nov. 1, 2001, effective June 30, 2002.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, and 327.261, RSMo 1999.*

## DISCIPLINARY ACTIONS

*DISCLAIMER: Every effort has been made to ensure that the following enforcement information is correct. However, this information should not be relied upon without verification from the Board office. It should be noted that the names of companies and individuals listed may be similar to the names of the parties who have not had enforcement actions taken against them. Discipline orders are public data and copies may be obtained by contacting the Board office.*

### Probation

#### **KIRBY R. ANDERSON, LS-1545**

Sullivan, Missouri

Mr. Anderson agreed to a settlement whereby his professional land surveying license was placed on probation for a period of three years commencing March 5, 2002 and ending March 4, 2005.

CAUSE FOR DISCIPLINE: Section 327.441.2 and (13). Violation of, assisting or enabling violation of a Board rule and violation of a professional trust or confidence.

#### **R.L.S. OF MISSOURI, INC., LS-330-D**

Clayton, Missouri

R.L.S. agreed to a settlement whereby its Corporate Certificate of Authority was placed on probation for a period of three years commencing April 19, 2002 and ending April 18, 2005.

CAUSE FOR DISCIPLINE: Section 327.441.2(5), (6) and (13). Misconduct in the practice of professional land surveying, violation of, assisting or enabling violation of a Board rule and violation of a professional trust or confidence.

#### **STEVEN D. DYE, A-5945**

Union, Missouri

Mr. Dye agreed to a settlement whereby his architectural license was placed on probation for a period of two years commencing May 30, 2002 and ending May 29, 2004.

CAUSE FOR DISCIPLINE: Section 327.441.2(2). The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated under this chapter.

### Injunction

#### **ELDOR W. "AL" THAETE, NOT REGISTERED**

Mountain Grove, Missouri

On December 27, 2001, the Circuit Court of Wright County, Missouri signed a Consent Agreement for Permanent Injunction

against Eldor W. "Al" Thaete enjoining Mr. Thaete from offering to engage in the practice of land surveying as defined in Section 327.272, RSMo, unless and until he possesses a valid license or certificate of authority, as appropriate, issued by the Board.

*Continued on Page 32*

## **DISCIPLINARY ACTIONS Continued**

### **Voluntary Cancellation**

*Continued from Page 31*

#### **WILLARD J. SCHNURBUSCH, LS-1454**

West Plains, Missouri

Mr. Schnurbusch voluntarily cancelled his professional land surveying license effective March 1, 2002, and agrees not to

apply for reinstatement of license number LS-1454 or relicensure. In consideration that Mr. Schnurbusch has cancelled his license and agrees not to reapply, the Board agrees to dismiss the action that was pending at the Administrative Hearing Commission under case number 01-1747 AR.

---

## **ELEVATOR SAFETY ACT**

***By: Randy Cole, Deputy State Fire Marshall***

Enforcement of Missouri's Elevator Safety Act began in July 1999. A section of this act relates to the installation of new elevator equipment and alterations. This section requires new installations and alterations to conform to the following national standards:

- American Society of Mechanical Engineers Safety Code for Elevators and Escalators (ASME A17.1)
- American National Safety Code for Personnel Hoist (ANSI A10.4)
- American National Standard Safety Code for Manlifts (ANSI A90.1)
- Safety Standard for Platform Lifts and Stairway Chair Lifts (A18.1)

The Elevator Safety Act also requires the Missouri Division of Fire Safety to issue an installation or alteration permit upon review and approval of plans for new installations or alterations.

Exceptions to the plan review process are those units located in municipalities contracting with St. Louis County and the City of Branson. Due to the workload experienced by the Elevator Safety Unit, no plan reviews have been conducted by the state. Consequently, through the state's con-

tract for bid procedures, on January 1, 2002, the Division of Fire Safety awarded a one year contract to National Elevator Inspection Services for plan review services.

Please be advised that enforcement of the following plan review process will begin immediately. We understand that projects are currently underway, however, if you are in the initial stages of planning a new installation or alteration, you are required to submit plans for review and approval.

The following procedures shall be followed to obtain plan review approval and issuance of a state installation/alteration permit:

- Complete and submit permit application.
- Submit blueprints for machine room, hoistway, and elevator shop drawings for new installations.
- Submit specifications and new equipment list for alteration. An alteration is defined as; any change or addition to any elevator equipment other than ordinary repairs and replacements.
- Submit appropriate fees.

*Continued on Page 33*

## **ELEVATOR SAFETY ACT Continued**

*Continued from Page 32*

To avoid delays, please submit plans/documentation at least sixty (60) days before beginning such project.

If you have any questions or need further information please do not hesitate to contact the Elevator Safety Unit at 800-877-5688. Also, you can view the Missouri State Statutes regarding elevator safety at [www.moga.state.mo.us/statutes/c701.htm](http://www.moga.state.mo.us/statutes/c701.htm).

## **NCEES WILL ADMINISTER EXMINATIONS**

For as long as anyone here can remember Board Staff has conducted the administration of examinations. Whether it was for a locally prepared examination or the more widely used exams from the National Council of Examiners for Engineering and Surveying (NCEES), Board Staff has organized, set up, and administered these examinations. Approximately two years ago the NCEES began providing administration services to those state boards that had a need for such support. Acceptance has been quick, and in April of this year, NCEES administered their examinations in nine states. Now, the Board has chosen to have NCEES administer their exams in the State of Missouri for the October 2002 exam administration.

This is a major change in business but one that affords the Board an opportunity to redirect its resources toward the technology projects underway. Board staff will continue to collect applications and notify candidates whether they are eligible for an examination at which point the completed roster will be turned over to NCEES. NCEES will, in turn, notify candidates with instructions, including locations and costs which will be payable to NCEES. The costs imposed by NCEES will be for the cost of the examination (development and grading) as well as the proportional share of administration expenses per applicant. Previously, the administra-

tion expenses of securing facilities, tables, chairs and proctors have been subsidized by Board revenue from license renewals.

Once the examination is completed, NCEES will grade the examinations and send the results to the Board. Just as before, the Board will send out the results of the examinations and issue a license or certificate to those who have qualified.

Application deadlines have changed. The filing deadline for a new application is December 1 for the April examinations and June 1 for the October examinations. The deadline for filing a reexamination or rescheduling application is March 1 for the April examinations and September 1 for the October examinations.

More details of this change will be distributed to applicants who become scheduled for the October 2002 examinations.



## **DISCLAIMER**

**The articles in this newsletter are the work and opinion of the individual authors and do not necessarily reflect the official opinion or position of the Board.**

## EXAMINATION DATES AND FILING DEADLINES

Completed Application for Examination or Re-examination-Rescheduling Application Form must be filed (received) in the Board office not later than the filing deadline, no exception.

### FLS (LSIT) Examination Dates

October 26, 2002  
April 12, 2003  
October 25, 2003  
April 17, 2004  
October 30, 2004

### Final Application Filing Deadline

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Re-Examination/Re-Scheduling Filing Deadline

September 1, 2002  
March 1, 2003  
September 1, 2003  
March 1, 2004  
September 1, 2004

### PLS Examination Dates

October 25, 2002  
April 11, 2003  
October 24, 2003  
April 16, 2004  
October 29, 2004

### Final Application Filing Deadline

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Re-Examination/Re-Scheduling Filing Deadline

September 1, 2002  
March 1, 2003  
September 1, 2003  
March 1, 2004  
September 1, 2004

### FE Examination Dates

October 26, 2002  
April 12, 2003  
October 25, 2003  
April 17, 2004  
October 30, 2004

### Final Application Filing Deadline

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Evaluation Application Filing Deadlines

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Re-Exam/Re-Scheduling Filing Deadline

September 1, 2002  
March 1, 2003  
September 1, 2003  
March 1, 2004  
September 1, 2004

### PE Examination Dates

October 25, 2002  
April 11, 2003  
October 24, 2003  
April 16, 2004  
October 29, 2004

### Final Application Filing Deadline

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Evaluation Application Filing Deadlines

June 1, 2002  
December 1, 2002  
June 1, 2003  
December 1, 2003  
June 1, 2004

### Re-Exam/Re-Scheduling Filing Deadline

September 1, 2002  
March 1, 2003  
September 1, 2003  
March 1, 2004  
September 1, 2004



## **MOVING? PLEASE NOTIFY THE BOARD OFFICE OF YOUR NEW ADDRESS.**

**Name:** \_\_\_\_\_

**Profession:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**Old Address:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

(P.O. Box must be accompanied  
by your physical address)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Mail to:

Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects  
P.O. Box 184  
Jefferson City, MO 65102

**Governor**  
The Honorable Bob Holden

**Department of Economic Development**  
Joseph L. Driskill, Director

**Division of Professional Registration**  
Marilyn Taylor Williams, Director

### **BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS BOARD MEMBERS**

James S. Anderson, PLS, Board Chair  
Mary L. Butts Bruntrager, Public Member

Architectural Division  
Charles C. Hill, AIA, Chair  
Stuart S. Scroggs, AIA,  
Member  
Kathleen A. Warman, AIA,  
Member

Engineering Division  
Josephine L. Emerick, P.E.,  
Chair  
Cheri J. Leigh, P.E., Member  
Promod Kumar, P.E., Member

Land Surveying Division  
Thomas J. "Jim" Mathis, III,  
PE, PLS, Chair  
Michael D. Gray, PLS,  
Member

Landscape Architectural Division  
Robert N. Hartnett, RLA  
Patti L. Banks, RLA

#### **BOARD STAFF**

Judy Kempker, Executive Director  
Michael Perry, Investigator  
Sandy Robinson, Executive Assistant  
Nancy Plaster, Licensing Technician II  
Sharon Snodgrass, Licensing Technician I  
Jan Gilliam, Licensing Technician II  
Tammy Weber, Sr. Office Support Assistant  
Karen Payne, Office Support Assistant  
Robin Moses, Account Clerk II  
Keith Halcomb, Assistant Attorney General

#### **BOARD ADDRESS**

3605 Missouri Boulevard  
P.O. Box 184  
Jefferson City, MO 65109/65102  
(573) 751-0047  
(573) 751-8046 Fax  
(800) 735-2966 TDD  
moapels@mail.state.mo.us  
URL: [www.ecodev.state.mo.us/pr/moapels](http://www.ecodev.state.mo.us/pr/moapels)

*This is an official publication of the Division of Professional Registration.  
Submit articles to APELS, PO Box 184, Jefferson City, MO 65102.*

Missouri Board for Architects, Professional  
Engineers, Professional Land Surveyors and  
Landscape Architects  
PO Box 184  
Jefferson City, MO 65102

PRSTD STD  
U.S. POSTAGE  
**PAID**  
Permit 237  
Jefferson City, MO